



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training webinars to all Montgomery County Government (MCG) employees. These programs will help to increase the knowledge, skills and competencies of MCG employees.

December 2020 Training Opportunities – Space Available

Join OHR for these professional development live training webinars.

Webinar Title	Audience	Date	Time
FMLA: Overview for Managers	Strongly encouraged for all Supervisors, HR Liaisons, and Managers	Dec 1	1:30 – 4:00 p.m.
EEO and Diversity Management Class	Mandatory for all Supervisors and Managers	Dec 2	9 a.m. – 12 p.m.
ERS Applying for Retirement-A,E,F,G,H,J – Retire on 2/1/21	All Employees	Dec 2	9:30 – 10:59 a.m.
Health Insurance Applying to Retire Class on 2/1/21	All Employees	Dec 2	11 a.m. – 12:30 p.m.
Managing Your Career Class	All Employees	Dec 2	9 – 11 a.m.
Five Generations in the Workplace	All Employees	Dec 7	2 p.m. – 3 p.m.
Aspiring Leaders Discussion (Susan Cain Ted Talk: The Power of Introverts)	All Employees	Dec 8	1 – 2 p.m.
Using Reason to Resolve Conflict Class	All Employees	Dec 8	9 – 11 a.m.
ADA as Amended: Employment Law	Mandatory for all Supervisors and Managers	Dec 10	1:30 – 4 p.m.
Overview of Workers' Compensation	Supervisors and Managers	Dec 10	1 – 4 p.m.

Enhanced Employment Application and Qualification Process	All Employees	Dec 14	11 a.m. – 1 p.m.
Interviewing and Selecting Employees	Mandatory for Interview Rating Panel Members	Dec 15	9 a.m. – 12 p.m.
Payment Processing Class	All Employees	Dec 15	10 a.m. – 12 p.m.
Preventing Workplace Harassment	Mandatory for All Employees	Dec 15	9 a.m. – 12 p.m.
ERS Retirement Planning- ERS Groups A,E,F,G,H,J	All Employees	Dec 16	9:30 a.m. – 11 a.m.
Health Insurance Planning for Retirement	All Employees	Dec 16	11 a.m. – 12:30 p.m.
Yes And: Listening for the 10 percent (Aspiring Leaders Coaching)	All Employees	Dec 16	12 – 1 p.m.
Leave Without Pay (LWOP) For Supervisors	Supervisors and Managers	Dec 17	11 a.m. – 12 p.m.
Sustaining Resilience	All Employees	Dec 18	9 – 11 a.m.

FY21 mandatory courses are highlighted for your convenience. Additional dates and times may be available. Log into Oracle Learning Management (OLM) using the links in the Enrollment Instructions section below. Search for the course name entering one word from the title and register for your desired course.

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCGePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions: [Enroll in a Class](#)
- **Please register 48 hours in advance of the webinar. An outlook email will be sent 24 hours in advance of the class with the webinar link to all pre-registered participants.**

ADA Reasonable Accommodations

Please contact the OHR Training Line at 240-777-5116 or OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to the event to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.

